

JOB DESCRIPTION
MURFREESBORO MUNICIPAL GOLF COURSES
PART-TIME SNACK SHOP ATTENDANT

1. **JOB TITLE:** PART-TIME SNACK SHOP ATTENDANT
2. **DEFINITION:** The position of part-time Snack Shop Attendant requires an individual who is capable of exercising independent judgment and who is responsible for receiving monies for food and beverages. This employee is also responsible for keeping the working area in a neat and orderly manner. The employee will work under the immediate supervision of the Snack Shop Supervisor, the Superintendent Supervisor/Administrative Assistant, and the General Manager of the Golf Course Department. All employees are responsible to the City Manager. This position is classified as Non-exempt for the purpose of the Fair Labor Standards Act, as having no significant risk of occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee will be subject to reasonable suspicion, return-to-duty, follow-up and post-accident drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. This employee will operate a computerized register system, multi-line telephone, hot dog machine, coffee maker, microwave oven, vacuum cleaner, and similar equipment.
 - b. Work is performed indoors and outdoors and the employee may be exposed to tobacco smoke, noise, and extreme weather conditions. All City buildings and vehicles are smoke-free.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Greets customers in a pleasant and courteous manner.
 - b. Operates a computerized register system and issues a receipt for each transaction.
 - c. Stocks concessions area with drinks, food, ice, and condiments.
 - d. Keeps serving and dining area clean and free of debris.
 - e. Prepares food in hot dog machine and microwave oven in accordance with Department of Health regulations.
 - f. Assists supervisor in ordering concession items and supplies.
 - g. Vacuums, sweeps, and cleans equipment (i.e. hot dog machine, coffee maker, microwave oven) on a daily basis.

- h. Answers telephone in a professional manner.
- i. Sits, stands, stoops, and walks intermittently and lifts objects weighing 25 pounds.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be at least 18 years of age.
- b. Must have legal authorization to work in the United States of America.
- c. Knowledge of/experience in and/or ability to operate a computerized/electronic register system, count money, and make change accurately.
- d. Knowledge of and/or ability to use business telephone manners and techniques.
- e. Ability to take supply inventory and make purchase recommendations.
- f. Ability to follow oral and written instructions.
- g. Ability to establish and maintain an effective working relationship with other employees.
- h. Ability to work flexible hours with some weekend and holiday work required.
- i. Ability to follow city policies and regulations.
- j. Ability to meet and deal effectively with the public. Pleasing personality required.
- k. Must possess the ability to be both firm and tactful in enforcing golf facility policies.
- l. Ability to report for work on time and perform the duties of the job for the scheduled workday.
- m. Ability to lift and move objects weighing up to 25 pounds.
- n. Ability to concentrate and accomplish tasks despite interruptions.
- o. Ability to perform a variety of tasks simultaneously or in rapid succession.

Non-exempt
Non-Safety Sensitive
January 25, 2001